

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 12 : Foster Family Home Licensing</b>	<b>Effective Date:</b> 3/1/07
	<b>Section 27:</b> Transferring a Foster Family Home License	<b>Version:</b> 1

<b>POLICY</b>	<b>OLD POLICY: NEW POLICY</b>
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The Indiana Department of Child Services (DCS) will allow a licensed foster family home or a resource family home with an application pending to transfer their current license or application to a different licensing agency.

A foster family home license can only be transferred if in good standing (i.e. no corrective or disciplinary action).

DCS owns the licensing file and the entire file should be copied when transferring a license.

#### Code Reference

N/A

<b>PROCEDURE</b>
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The originating licensing agency will:

1. Receive a signed statement of intent from the foster family home requesting a transfer
2. Receive a written or verbal statement from the receiving agency indicating their agreement to accept the transfer
3. Copy the complete licensing file
4. Forward the complete licensing file to the receiving licensing agency
5. Coordinate a transfer date with the receiving agency
6. Close the foster family home license in ICWIS

The receiving licensing agency will:

1. Verify with the originating agency that the foster family home is in good standing with all licensing requirements  
**Note:** Homes accepting children with therapeutic or special needs require additional training hours. Refer to separate policies, Chapter 12, [Pre-Service Training Requirements](#) and [In-Service Training Requirements](#).
2. Update the licensee(s) [Family Preparation Assessment Summary](#) to reflect any changes that may have occurred in the home since the original homestudy was completed
3. Coordinate a transfer date with the originating agency
4. Open the existing foster family home license in ICWIS with the updated agency information

The Central Office Licensing Unit Manager or designee will:

1. Review each recommendation for transfer, one from the originating agency and one from the receiving agency
2. Enter approval or denial of each recommendation for the transfer in ICWIS

3. Print the approved license reflecting the transfer
  - a. The licensure dates from the original license will remain the same
4. Mail the license to foster family home to be filed and maintained
5. Mail copy of license to the receiving agency's licensing worker to be filed and maintained

If the Central Office Licensing Unit denies the transfer, they will contact the originating and receiving agencies to notify each of the reasons for denial.

#### **PRACTICE GUIDANCE**

- N/A

#### **FORMS AND TOOLS**

- [Foster Family/Adoptive Home Preparation Assessment Summary](#)

#### **RELATED INFORMATION**

- N/A